CITY OF MARTINSVILLE, VIRGINIA JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES DIRECTOR	DEPARTMENT: HUMAN RESOURCES
REPORTS TO: CITY MANAGER	CLASSIFICATION: GRADE 20
FLSA STATUS: EXEMPT	DATE: 3/2012 (REVISED)

NATURE OF WORK

This is responsible administrative work planning and directing the City's Human Resources programs and activities. The employee provides direct management over recruitment and selection activities as well as classification, pay administration, benefits and wellness, and workers' compensation programs. Work also involves directing the creation, delivery, monitoring, and evaluation of City-sponsored professional and organizational development efforts and working with employees and supervisors to prevent and help resolve problems which arise out of or affect work. Additional duties include the formulation of personnel policy and procedures for the City and for the Human Resources Office and advising the City Manager and top management on sensitive or significant workforce and employment-related matters. Work is carried out under the general supervision of the City Manager and is reviewed for results through reports and conferences. Supervision is exercised over subordinate personnel as assigned.

EXAMPLES OF WORK

Plans and directs the ongoing administration of the Human Resources programs to include compensation, classification, benefits, employment, employee relations, and performance management; ensures programs are equitable, competitive, and effective in accordance with the needs of the City, federal and state guidelines.

Directs the creation, delivery, monitoring, and evaluation of City-sponsored professional and organizational development efforts to help ensure that the City's workforce is effective, responsive, and accountable.

Reviews legislation, legal decisions and information from a variety of sources to determine human resources trends and necessary changes. Develops City-wide human resources proposals, policies, and contracts and makes presentations to City administration and/or government officials for information and/or approval.

Interprets personnel policies and procedures to ensure effective, consistent, and equitable application within the City. Works with the City Attorney, as needed, to ensure compliance with Federal, State, and local regulations regarding public employment.

Provides advice and guidance to City management on sensitive or significant workforce and human resources matters.

Supervises employees in the Human Resources Office and carries out responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Prepares and monitors the City's annual human resources budget; makes recommendations for changes to the City's compensation and benefits programs to the City Manager and City Council based on market research, the City's economic condition, and other applicable factors.

Documents and facilitates the investigation of grievances and reviews disciplinary actions.

Prepares and distributes the monthly employee newsletter.

Ensures security of Human Resource Office information and records as required by law.

Participates as a member of the City Manager's Management Team.

Chairs the Insurance and Wellness Committees.

Performs special projects as needed.

MINIMUM QUALIFICATIONS OF WORK

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A four-year degree from an accredited college or university with major work in Public Administration, Human Resources Management or related field, supplemented by eight years of progressively responsible public-sector personnel management experience; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Thorough knowledge of human resources laws, policies, and practices and the ability to apply principles and logical thinking to a wide range of practical problems. General knowledge of the public service environment, governmental organization and administration. Advanced interpersonal and management skills to successfully communicate with all levels of the organization and to build and sustain effective relationships with City officials, employees, and the general public. Ability to facilitate collaboration, reconcile disagreements and build alternative solutions to problems or concerns. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics. Ability to use multiple sources of data and information, analyze facts and arrive at timely, fair, appropriate and legally defensible and logical decisions. Ability to prepare related reports and recommendations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment.

The noise level in the work environment is usually moderately quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SPECIAL REQUIREMENT

Must become a resident of the City of Martinsville within 12 months of employment. This requirement may be waived if the incumbent has been a city employee for at least 15 years.

Senior Professional Human Resource (SPHR) Certification from the Society for Human Resources Management or International Personnel Management Association-Certified Professional (IPMA-CP) certification or comparable professional certification preferred but not required.